

UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 15 March 1965

FROM : Registrar, TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report No. 6
1 - 12 March 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. Following are some of my impressions of the Office of the Registrar after my first full week of duty in this office.

1. I was amazed to note the expanded functions of the Registrar since the days [redacted] and [redacted]

This has obviously kept pace with the growth of OTR responsibilities but it was nonetheless surprising to note the varied functions now performed by the Registrar.

2. I was especially pleased to be able to move into what appears to be a fine going operation. In my opinion and on the basis of initial observations the office is appropriately organized for maximum effectiveness and efficiency. There might possibly be some room for certain functional relocations but I am still too new to the Office to make decisions on these subjects at this time.

3. I am further delighted with the staff of the Office. All appear dedicated and loyal to the interests of the Agency and to the Office of Training. I note some areas where the Registrar's Office could take some of its own medicine through staff training of some of the personnel in the Office. By and large, however, each member of the staff appears adequately prepared for the function each performs. I have spent much of the first week being briefed by members of the staff about their jobs and a bit about themselves. I hope ~~some~~ by the end of this week to have talked to each of them.

4. As I talked with the staff or began reading through regulations, files, correspondence, etc. a number of questions have come to mind, many of them having to do with OTR

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policy. Many questions have already been reconciled but I do hope to discuss others with you at your convenience.

25X1 B. On 10 March, as the OTR Training Officer, I advised Mr. [redacted] that OTR's estimate of requirements for a shortened Introduction to Intelligence and Communism was seven or eight, spread out over the next year. This was in response to a query from Mr. [redacted] who was surveying all DDS elements for an estimate of requirements for such a short course.

25X1 C. The question of nominations to attend the April Meeting of the American Academy of Political and Social Sciences came up during your absence. [redacted] nominated Messrs. [redacted] (OCI) [redacted] (ONE). These two officers have been enrolled for the meeting scheduled for 9 - 10 April, 1965 on the topic of Latin America Tomorrow.

25X1 D. A notably active subject during the reporting period was the Kings Point Executive Seminar Center. A letter to Mr. McCone from Mr. John Macy, Chairman, Civil Service Commission, requested the Agency to provide an estimate of its probable usage of Seminar Centers in FY-'66 and, further, asked that we indicate a preference for a mid-West or a West Coast location in the event a second executive development Center, similar to Kings Point, should be established. Our reply, prepared for signature of the Executive Director, stated that we would like to reserve a total of 14 spaces in the programs at the interagency Seminar Centers. We expressed a moderate preference for the second Executive Seminar Center to be located in the mid-West and estimated that four of our 14 participants would be assigned for training at the new Center, whether it be established in the mid-West or on the West Coast.

DTR's briefing at last week's DDS Staff meeting on the Kings Point Executive Seminar Center was obviously provocative. Within 48 hours we received requests for additional information on these programs from the Office of Communications, the Office of Medical Services, CA Staff, and RID/DDP.

W Finally, We have just received a letter from the Director of the Kings Point Executive Seminar Center notifying us that an additional unscheduled seminar on Skills and Goals of Management would be conducted in July 1965. This extra course is being offered because only 144 of the original 265 space requests for this particular seminar could be accommodated in the regular series of seminars. The Agency has been invited to nominate up to 4 participants for this seminar. The Registrar Staff will consult with the Executive Secretary, Training Selection Board, and Senior Training Officers to determine whether the Agency wishes to take advantage of this special offering.

UNITED STATES GOVERNMENT

Memorandum

TO : Registrar/TR *RM*

DATE: 15 March 1965

FROM : C/AIB/RS/TR

SUBJECT: Biweekly Activities Report No. 6
1 - 12 March 1965

I. SIGNIFICANT ITEMS

None

II. OTHERS

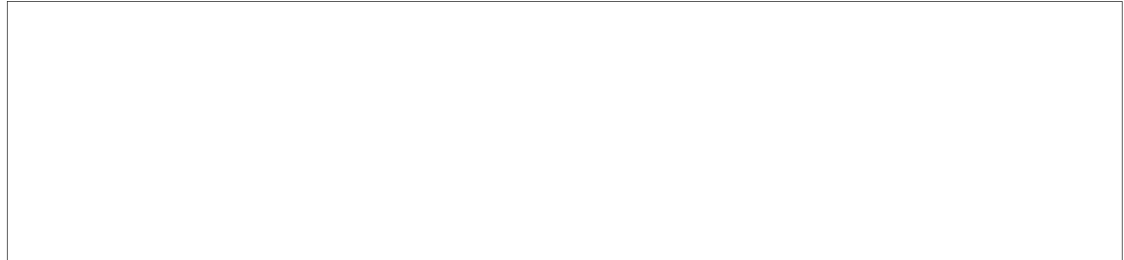
A. It was necessary to reorganize, except in the case of the DDS, the VIP Briefing Techniques course for 15 March. The names that were originally submitted in a 14 December 1964 memo from the Executive-Director's office did not hold up for the second VIP running. Only Howard Osborn and Alan Warfield remained as scheduled. [] DC/OC, an alternate, became the third DDS representative. DDI put four in this time, three 15s and one 16. DDP has one 17 and two 15s. DDS&T has no candidates.

I think one of the reasons attendance at this course became so entangled is the fact that [] Management course for Agency executives cut into the list of those originally chosen to go to one of the two briefing programs. Meanwhile many of the original nominees have now found it difficult to leave their desks for the course.

B. [] CCS, informed C/AIB that in the current arrangements for PM students to attend the JWT [] it is necessary for him to send a memorandum to [] make it more of a request than a directive. [] is aware that [] has handled the arrangements through Colonel Elmore at the School of Americas but he still has to send the formal memo and he has to bring in the idea that the Focal Point Officer was also in the picture on the negotiations. [] also mentioned that when [] former coordinator for this program [] made the original arrangements, [] I believe, that the Agency would not be sending more than 20 students at any one time. [] is sure that the 26 this time won't be any problem.

SUBJECT: Biweekly Activities Report No. 6 (cont.)

25X1



C. An Orientation for Training Assistants was given to eleven TAs from the Offices in the DDP, DDS, DDS&T and from the O/DCI on 10 March. This orientation and the Orientation for Training Officers which was given mid-February for ten TOs brings us up to date on the briefing of such personnel new to the training responsibilities in their Offices or Divisions. Although we have orientations scheduled for May, it is doubtful that there will be enough of new TOs and new TAs for the programs.

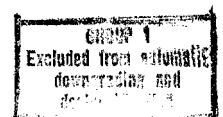
D. Two Special Bulletins were published: No. 5-65 on the [redacted] Ops course beginning 22 March; the other No. 6-65 on the [redacted] course beginning 22 March. Because the latter was a first formal running, the text of the Bulletin was approved by C/PPS in the absence of the DTR and the DD/TR.

AIB plans to publish a Special on the Orientation for Overseas during the week of 15 March. This will give the two weeks leadtime [redacted] of IS have asked for their next orientation which is scheduled for 6-7 April.

E. There has been a delay in the publication of the March OTR Bulletin because of the breakdown of presses in PSD. The Bulletin is expected about 23 March.

F. The China Familiarization course will start on 15 March with eight people; --five from CAB/FE, two from OCR, and one from RID. This running of the course is being handled by [redacted] Arlington Towers.

G. Arrangements were made, including approval of the Office of Security, [redacted] AF Division, to attend the IRRR from 1-12 March. This was done in response to a memo of justification which included the specific assignment that [redacted] will have, with her husband, at a small overseas post.

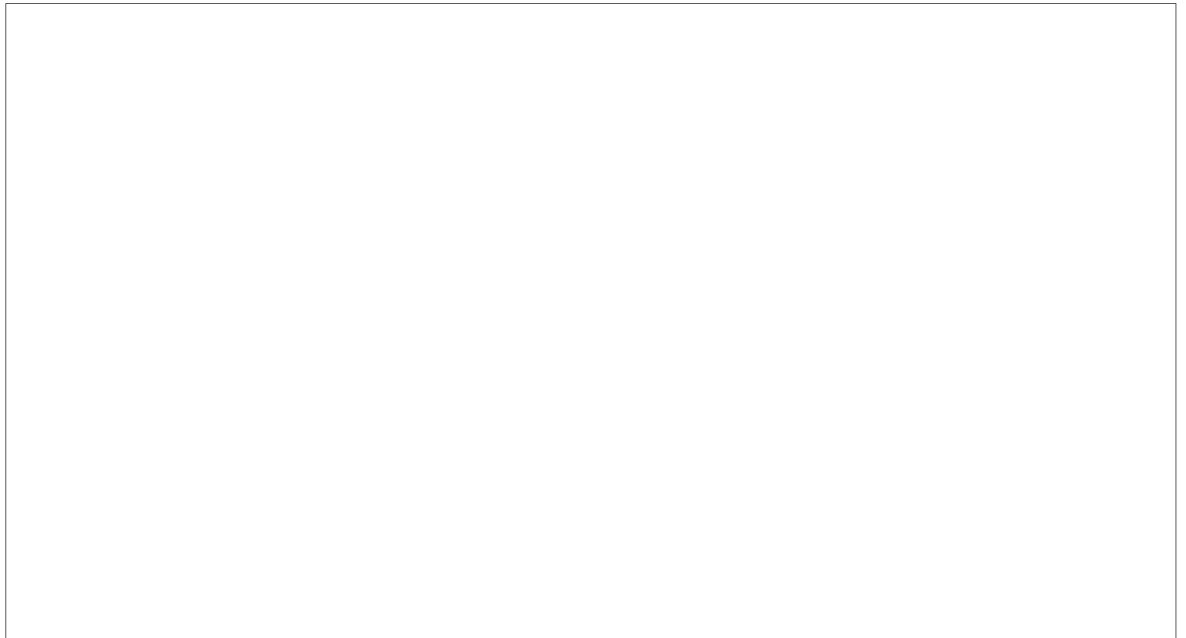


SUBJECT: Biweekly Activities Report No. 6 (cont.)

25X1 H. [] was informed on Wednesday, 10 March, that [] of OCR will attend the full six-weeks instruction in the OFC. OCR requested that [] be permitted to attend a conference [] on the West Coast from 31 March - 6 April, thus in conflict with OFC. 25X1 [] recommended strongly that [] either take the course full time or that he take the next one in May. 25X1

25X1 C/AIB, at the recommendation of C/OS, discussed details with [] PO/OCR, who agreed to find an excuse for [] not attending the conference. One qualification, however: [] asked that OTR be willing to let OCR 25X1 renegotiate if [] presence at the conference is an absolute requirement. [] will know by Friday, 19 March, whether or not this is to be the case. Both C/OS and DT, [] know of this qualification. 25X1

I. A memo of request for two summer employees was submitted to PO/TR on Friday, 12 March. The justification was based on AIB's need to update and refine the present OTR codes for internal and external training. The belief is certain that two summer employees can make a sizable contribution to the undertaking.



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